



**Person Specification – Sports Hub Site Assistant**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• A positive attitude towards professional development and their own learning.</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE Grade 4-9 in English and Mathematics Level 2.</li> <li>• Current first aid and safeguarding qualifications.</li> </ul>	Application form/interview
<b>Experience &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Great customer service</li> <li>• Previous experience of taking payments</li> <li>• Good understanding of equality, diversity, and inclusion.</li> <li>• Competent in using Microsoft Word, Excel and PowerPoint.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with community groups, external partners and funding organisations.</li> </ul>	Application form/interview

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A passion for sport, community and making a difference</li> <li>• Good communication and interpersonal skills.</li> <li>• Well organised and work well as part of a team.</li> <li>• Self-motivation and ability to work under own initiative.</li> <li>• Evidence of ongoing and regular continuing professional development (CPD).</li> <li>• Ability to be a positive role model.</li> <li>• A commitment to probity, honesty and openness in dealing with others.</li> </ul>		Application form/interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexible hours including evenings and weekends.</li> <li>• Willingness to undertake an enhanced DBS disclosure.</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence and access to own vehicle.</li> </ul>	Application form/interview